

How do all of the pieces of the Family-Centered Early Supports and Services Program fit together?

Referrals are made to the Area Agency Intake Coordinator and the data entered into the NH Leads data system. It is automatically entered into NHSES. After the Intake Coordinator and family meet, the referral is passed to the ESS program for eligibility determination and, if eligible, IFSP development and service provision.

Notice of parent rights is contained in the Know Your Rights Handbook. The Intake Coordinator typically gives this Handbook to the parent initially, but some other arrangement regarding who does this work could be made. At this time the parent is asked to give consent for the evaluation, family assessment, and IFSP development if the child is eligible. The parent is entitled to 10 days notice prior to the evaluation or IFSP meeting so that he/she can bring additional people who know the child is desired. The parent can decide to allow the evaluation and/or IFSP to occur with less than 10 notice if they wish.

With parent consent, an eligibility evaluation and assessment occurs using one of the agreed upon evaluation tools – the HELP or the IDA. It is assumed that informed clinical opinion would be used to determine eligibility. This means that medical records, parent information, and information from any and all other relevant sources will be used to determine not only eligibility, but the child's status in each of the 5 developmental domains. Information from the evaluation and assessment process is used to develop the child's IFSP. For this reason, all children – even those with established conditions must have and evaluation and assessment prior to IFSP development.

If the child is determined to be eligible, an IFSP is developed based on the evaluation/assessment data. See model IFSP for all required components.

All services must be provided in accordance with the IFSP and begin on the initiation date stated. Any gaps in services must be explained. If the service provider is not available for an extended period of time, arrangements must be made to ensure continuity of services for the child.

IFSPs are reviewed every 6 months. **Prior to the meeting** obtain: parent consent, provide written notice of the family's rights, and give at least 10 days notice. Updates are made to the child's goals and general developmental status based on on-going assessment, and parent and provider observation. Any tool may be used as a part of on-going assessment.

All children transition from their ESS program at age 3 yrs or earlier. Take time to plan the family and child's transition early enough so that there is time to explore all options. Transition plans for children expected to be eligible for special education should be started at 24 months and not later than 30 months. See the transition plan from the model IFSP for details.

*Data must be entered into the data collection system as soon as possible after each of the events listed above. See data forms for details on what to enter.